

West Ada School District, Meridian  
SCHOOL - COMMUNITY RELATIONS

Series 1000

Policy Title Network, Computer, Electronic Code No. 1001.30  
Information Systems, and Internet Usage

Computers and computer networks, including internet access, provide valuable tools that support the education of students in West Ada School District. Network users are expected to use all network resources for purposes appropriate to the education environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of West Ada School District.

In many cases library research resources, such as databases of magazine, journal and newspaper articles, are only available through internet access. Also, the internet provides access to information and media resources, simulations, and other online educational activities. Its proper use can open new opportunities for research, learning and communication. West Ada School District will make prudent efforts to limit improper use.

All users are expected to abide by the following rules of internet and network conduct:

- A. Users of electronic communications (including, but not limited to, email, web pages, on-line collaborations, listserves and discussion groups) should be mindful that communications originating within the district may be construed as representative of the school or district. Do not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise not consistent with the policies, purposes, and objectives of West Ada School District.
- B. Users who accidentally access inappropriate material are expected to discontinue the access as quickly as possible and to report the incident to a teacher or network supervisor.
- C. Users will not violate any local, state, or federal regulation or statute.
- D. Users will not reveal personal information about others and be cautious when revealing personal information about themselves (age, gender, phone number, address, etc.). Users will not use the network, internet or individual computers or other equipment in such a way that it would disrupt the use by others.
- E. Users will respect network resource limits. They will use their directories on the network to store documents they have created and will delete them when they are no longer needed. They will not download or copy large files unless they are necessary for a school-related project. Such files must be deleted when they are no longer needed. Through routine maintenance, individual files may be reviewed and deleted by designated technology staff.
- F. Users who can, or think they can, identify a security problem on the network must notify a teacher or system administrator. Users should not demonstrate security problems to others,

50 nor should they go looking for security problems, because this may be construed as hacking,  
51 which is illegal.  
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53 G. Users may not log in to or use someone else's account. Logins and passwords must be kept  
54 secure. Individuals are responsible for the contents of their network directories.  
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56 H. Users will not use district internet or network resources to sell or offer for sale any goods or  
57 services without board approval.  
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#### 59 Network Filter

60 All district networks, including the Virtual Private Network (VPN), are filtered and logged for  
61 content, sites visited, and duration of use as required in Idaho Code 33-132. This includes all  
62 guests, students, classified, certified, and administration. These logs are reviewed by designated  
63 technology staff to ensure that the networks resources are used for appropriate educational uses.  
64 Filtering Internet usage includes, but is not limited to, obscene materials as defined in Idaho Code  
65 18-1514 which is harmful to minors.  
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#### 67 Violations to Internet Usage

##### 68 Students

69 All students are expected to follow the guidelines and policies express in the student  
70 handbook and this District Policy. If the guidelines and/or policies are violated,  
71 administrators will determine consequences based on severity of the incident. This may  
72 include disciplinary action, loss of Internet access, loss of all computer privileges, removal  
73 from appropriate classes with an F grade, and/or legal action in accordance to Idaho State  
74 Code sections 18-2201 and 18-2202.  
75

##### 76 Employees

77 Any employee who violates this policy or uses the network/Internet for improper purposes  
78 shall be subject to discipline, up to and including discharge.  
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#### 80 Internet Safety

81 Internet safety is a component taught throughout the curriculum. It is specifically addressed in the  
82 following courses:  
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- 84 A. K-5 Elementary Computer Lab
  - 85 B. Exploratory Keyboarding 6
  - 86 C. Keyboarding 6 Applications
- 87  
88  
89

#### 90 Internet Opt-Out

91 Unless a parent has signed a district "Internet Opt-Out" form, all students will be given access to the  
92 Internet. In many cases library research resources, such as databases of magazines, journal, and  
93 newspaper articles, are only available through the Internet access. Also, the Internet provided access  
94 to information and media resources, simulations and other online educational activities. Internet  
95 Opt-Out forms may be obtained from the schools.  
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98 Intellectual Property

99 All works that an individual creates on the network or computers should be assumed to be the  
100 intellectual property of that person. However, all works on the network, computers or storage  
101 devices are open to monitoring/scrutiny by district and building administration, Information  
102 Systems personnel, and/or designees of administrators. All files, materials or documents may be  
103 reviewed and deleted by designated technology staff.

104

105 Copyright and Plagiarism

106 All users should abide by current copyright law. Plagiarism will not be tolerated. (Plagiarism is  
107 copying the ideas, writings or artistic creations of others and presenting them as though they were  
108 your own.) If text or multimedia files from the internet or other electronic sources are used, they  
109 must be used according to the Fair Use Guidelines established by federal copyright law and policies  
110 of West Ada School District, and cited accordingly.

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112 Electronic Devices

113 Electronic communication or data devices will be used only in a manner consistent with the policies  
114 of West Ada School District. These devices include, but are not limited to, handheld calculators, PDA's  
115 (personal digital assistants), cell phones, pagers, electronic book devices, and laptop computers.

116

117 Software and Peripheral Devices

118 Only district approved software will be installed by designated personnel on networks or individual  
119 machines. Appropriate licenses must be held for all software. Peripheral devices (including, but not  
120 limited to, printers, scanners, and storage/data devices) must be approved and installed by  
121 designated personnel. Donated equipment and software are subject to the same policies.

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123 Any conditions or activities not specifically listed above that are not consistent with the policies,  
124 purposes, and objectives of West Ada School District are prohibited.

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126 Wireless Guest Network

127 The district wireless network is an extension of the district network and may be accessed by using  
128 the Guest user ID and password, which is generated daily by the District Service Center Information  
129 Systems. This password will be emailed to each building administrator, or designee, and it is the  
130 building administration that will control giving out the password.

131

132 By using the district wireless network the user agrees to the following:

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- 134 A. This wireless network will only have access to the Internet and not allow connection to any  
135 district or school server(s), printer, or other peripheral device.
- 136 B. All Internet usage will be filtered and logged according to Network Filtering.
- 137 C. No technical support will be provided to make a device work on the guest network.
- 138 D. Personal devices connected to the wireless network may be monitored and reviewed at  
139 anytime by designated technology staff.
- 140 E. Personal web accounts visited while connected to the wireless network maybe monitored  
141 and reviewed at any time by designated technology staff.

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143 **CONSEQUENCES OF INAPPROPRIATE USE OF NETWORK/INTERNET RESOURCES**

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145 Any action by a user that is determined by an administrator or designee to constitute an  
146 inappropriate use of the network or electronic information/communication systems as per district  
147 policy or Idaho Code 18-2201, 18-2202, and 33-132 or to improperly restrict or inhibit other users

148 from using these resources will result in disciplinary action and/or loss of access to, or use of these  
149 resources and/or legal action. A user will be required to reimburse West Ada School District for any  
150 losses, costs, or damages, including attorney's fees, caused by inappropriate use.

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152 District Limitation of Liability

153 West Ada School District makes no warranties of any kind, either expressed or implied, that the  
154 functions or the services provided by or through the district system will be error-free or without  
155 defect. The district will not be responsible for any damage users may suffer, including but not limited  
156 to, loss of data, or interruptions of service. The district is not responsible for the accuracy or the  
157 quality of the information obtained through or stored on the system. The district will not be  
158 responsible for the financial obligations arising through the unauthorized use of the system.

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166 Date of Revision:  
167 5/12/2009; 5/10/11

Legal Reference: Code of Idaho  
18-1514, 18-2201, 18-2202, 33-132

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